



## ~~~~~ EVA TIPS AND LESSONS LEARNED ~~~~~

**General eVA Tip – Make sure your browser has First & Third Party cookies and sessions enabled!**

### EMALL(Shop Now)

#### **Punchout Catalogs**

Many [larger] suppliers have a “punchout” catalog which means you can select items directly from their website through eVA. Click on the PUNCHOUT category on the ‘Add Items’ Screen!

#### **Searching**

Saving searches for an item provided by multiple suppliers is a good way to quickly access information at a later date. (Refer to the eMall Quick Illustration Guide for search examples.)

#### **Favorites**

To earmark frequently purchased catalog items, use the ‘Add to Favorites’ link.

#### **Non-Catalog ordering:**

If ordering multiple NON-CATALOG items from the SAME supplier, create the first item and use the COPY feature to duplicate the item. Make any necessary changes. If this is NOT done on a supplier that was ADDED by you [not selected], separate orders will be sent to that vendor.

Check your CONTACT information to ensure you have the correct ordering location selected.

#### **Copying Requisitions**

If ordering the same items on a regular basis, simply COPY the prior requisition and make necessary changes.

#### **Purchase Card Orders**

Insert a COMMENT on your requisition to alert the vendor that you’re issuing a Purchase Card Order. DO NOT include the purchase card number.

If you are buying ‘on behalf of’ another user and their name is not in the workflow, ad-hoc that individual as an approver into the workflow.

#### **IMPORTANT FIELDS! Remember the 2 “C’s” !**

- Always enter the **contract** number in the contract field, if applicable
- Always enter the **CORRECT\*** commodity description

\* How else can the Commonwealth accurately monitor what is being procured?

### QUICK QUOTE

#### **Service Area**

Always enter your OWN service area so your local vendors who registered for that area will appear on your bid list.

#### **Commodity Code Searching**

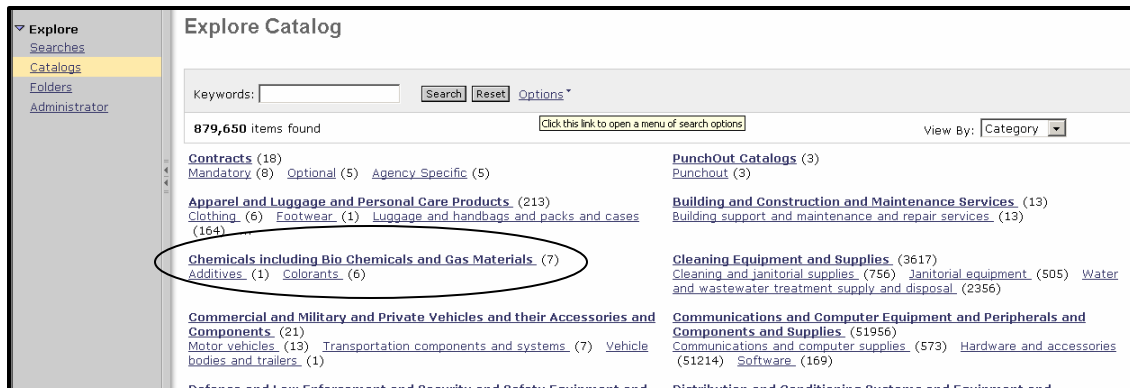
Use your CTRL + F keys to pop a search window to help you quickly find your commodity description.

#### **Ad Hoc Vendors**

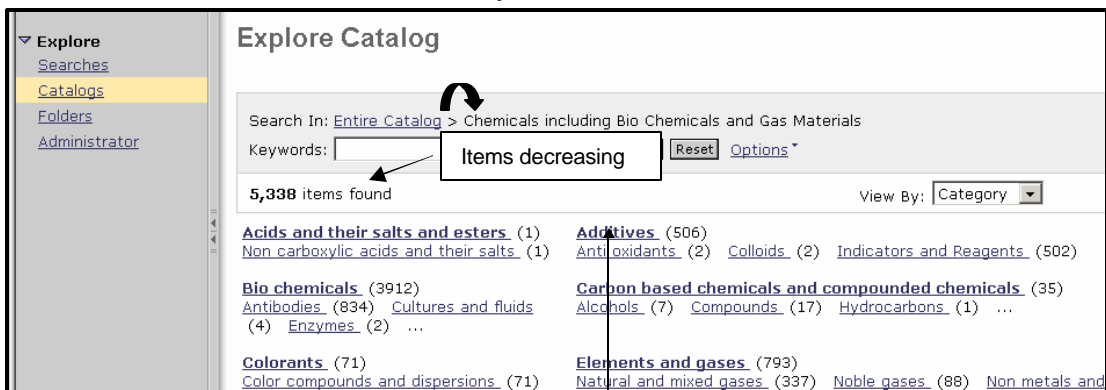
Be sure to add these BEFORE deselecting any BASIC vendors

## SEARCHING CATALOGS by Category

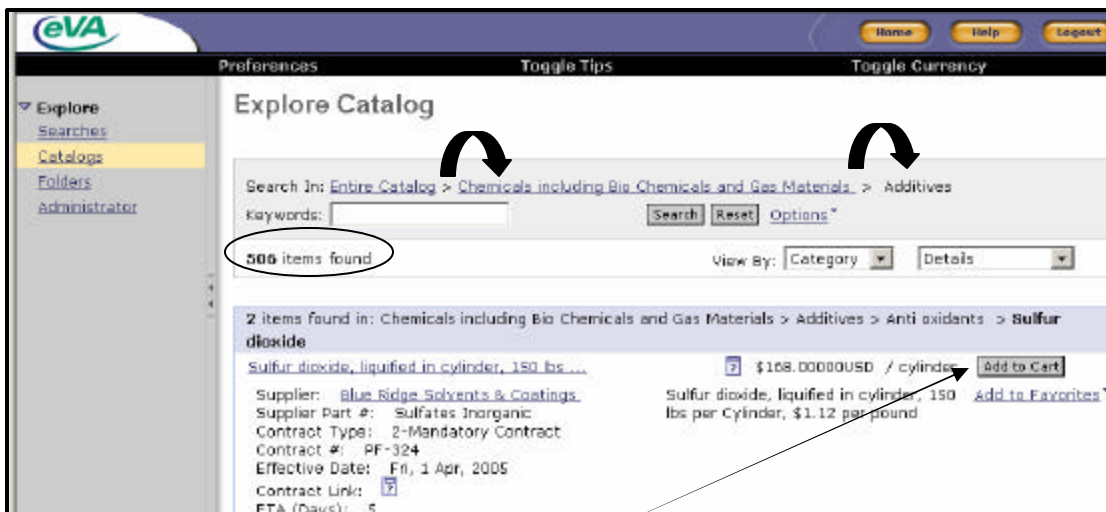
**IMPORTANT!** To find your supplier in the catalog area, they must have a CATALOG. Otherwise, the registered supplier will appear in the NON-catalog section ONLY.



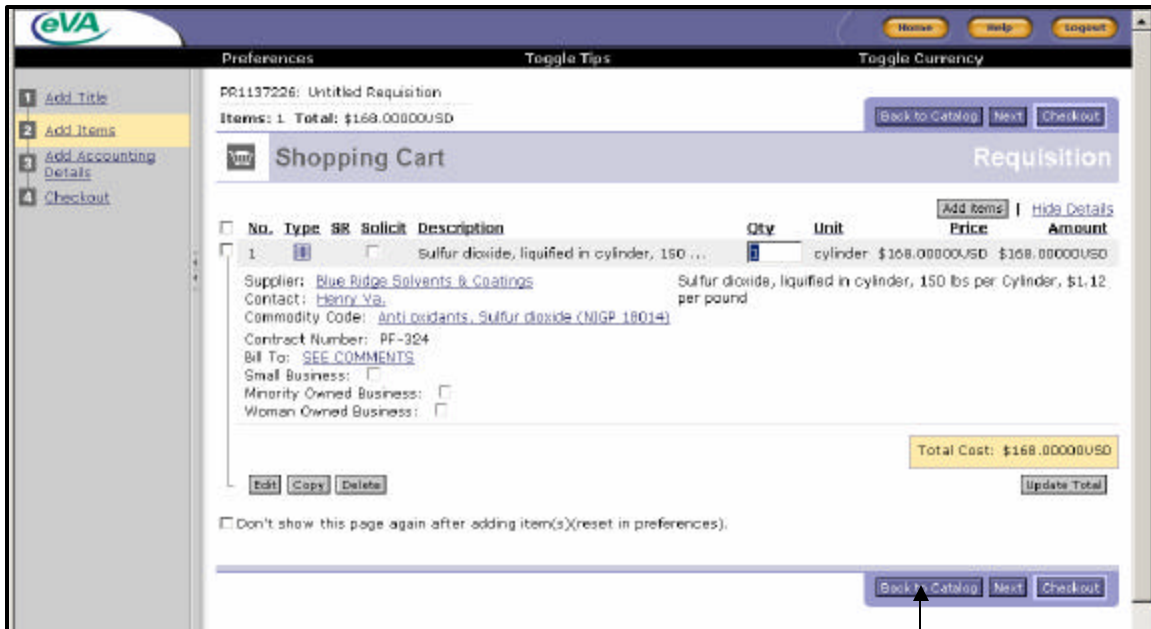
Suppose you clicked on the sub-category: *Chemicals including*.....  
The below screen appears. Notice the way the system narrowed your search to show commodities in the chemical section only:



Suppose you drilled down even further into one of these categories, clicking on *Additives*:

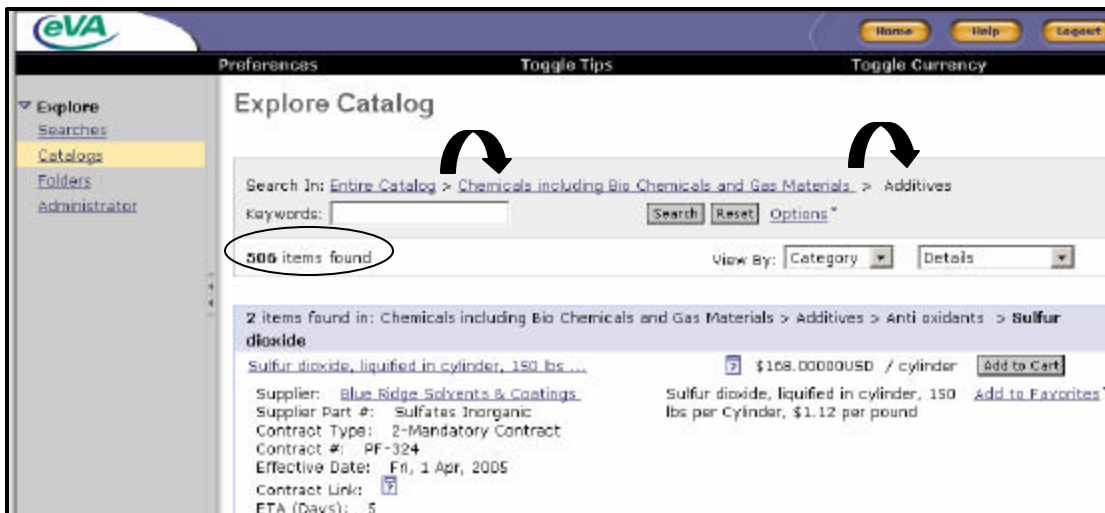


Now add the first item to your shopping cart:

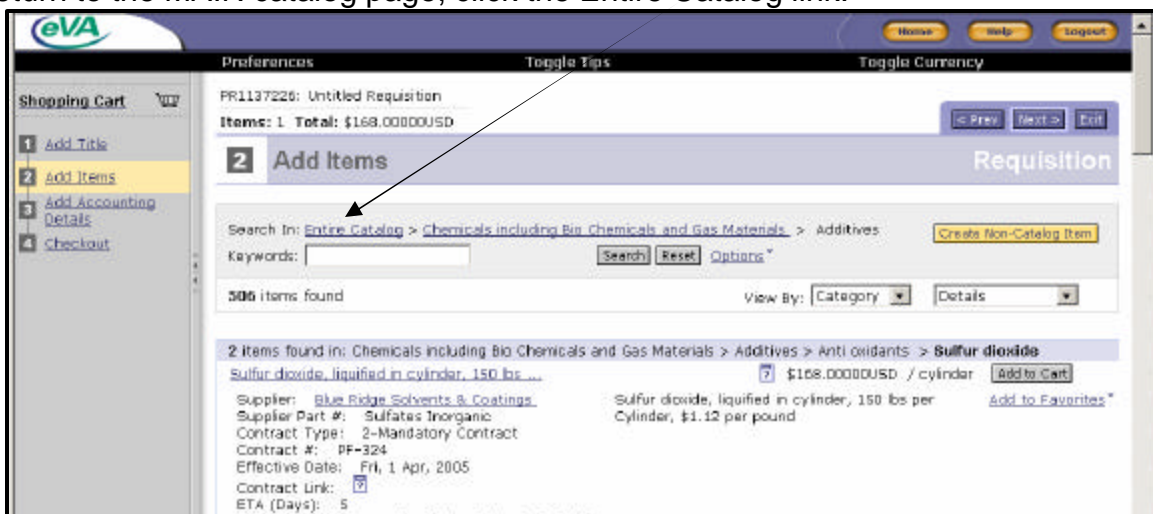


Suppose you want to add more items to your requisition. Click BACK TO CATALOG.

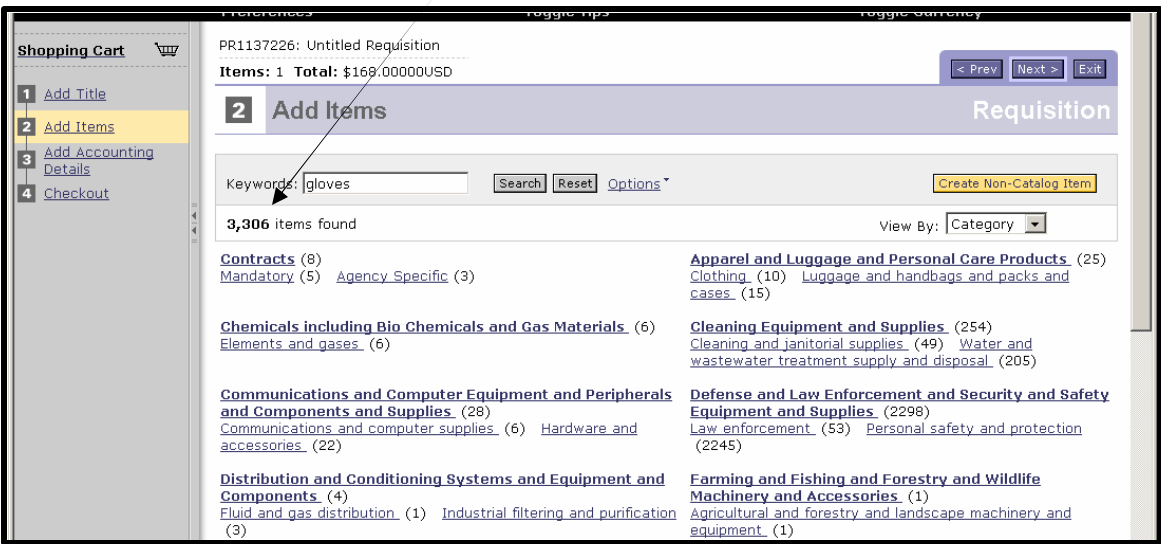
The system returns you to the SAME category from where you last came:



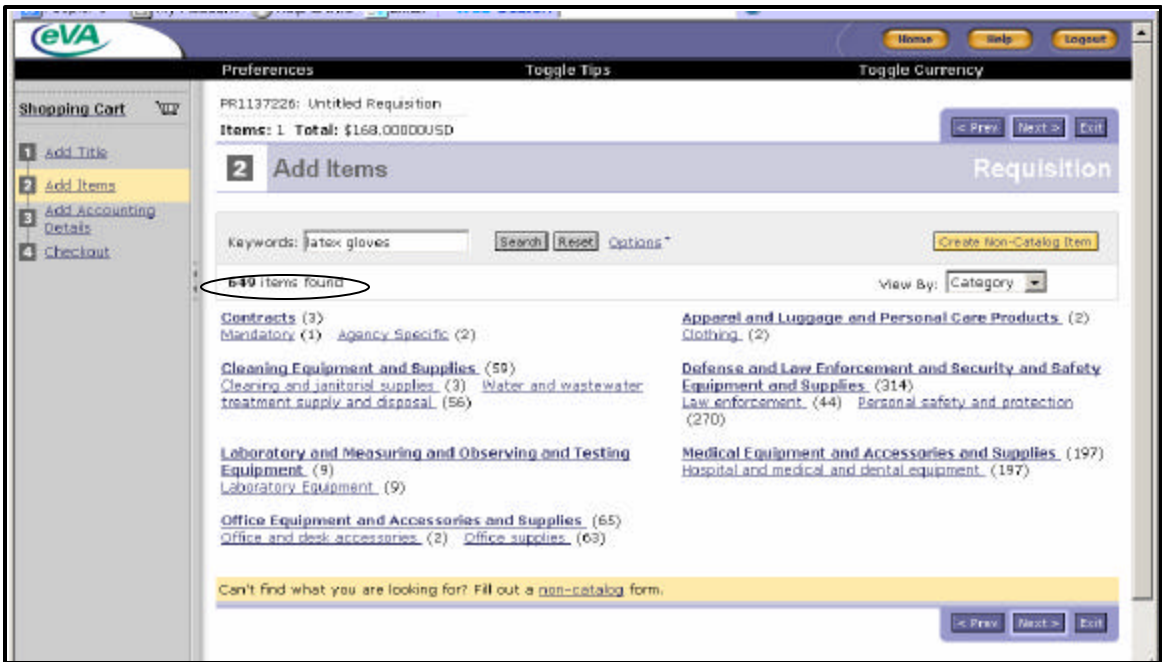
To return to the MAIN catalog page, click the Entire Catalog link:



Suppose you were looking for latex gloves so you type 'gloves' in the keyword search box. The system returns 3,306 items for gloves in various categories:



Including the word 'latex' in the original search would narrow your search to 649 items.



To return to the Main catalog page, click the RESET button

## SEARCHING CATALOGS using OPTIONS

Clicking the OPTIONS link brings up this menu:

The screenshot displays the eVA shopping cart interface. On the left, a sidebar contains links: 'Add Title', 'Add Items', 'Add Accounting Details', and 'Checkout'. The main area shows a 'Preferences' tab with 'Add Items' selected. Below this, a search bar contains 'Keywords:' and buttons for 'Search', 'Reset', and 'Options'. The 'Options' menu is open, listing various search criteria such as 'Exact Phrase', 'Exclude Words', 'Additional', 'Minority Owned Business', 'Minimum Order', 'Hazardous Product', 'Small Business', 'Woman Owned Business', 'Service Areas', 'Maximum Order', 'Contract Number', 'Contract Type', 'Supplier FIN', 'Commodity Code', 'P-Card', 'Recycled Product', 'Payment Term', 'Supplier', 'Supplier Part #', 'Manufacturer', 'Mfg. Part #', 'Price', 'ETA (Days)', 'Type Name', and 'Language'. The menu also includes 'Custom', 'Favorites', 'Views', 'Show all search options', 'Hide search options', 'Saved searches', 'Save current search...', 'Run "Drugs & Pharmaceutical"', and 'Other...'. The background shows a list of search results under the heading '879,592 items found', including categories like 'Contracts (18)', 'Apparel and Luggage and Personal Care Products (213)', 'Chemicals including Bio Chemicals and Gas Materials (7)', 'Commercial and Military and Private Vehicles and their Access Components (21)', 'Defense and Law Enforcement and Security and Safety Equipment Supplies (1419)', 'Domestic Appliances and Supplies and Consumer Electronic P (409)', 'Editorial and Design and Graphic and Fine Art Services (12)', 'Electronic Components and Supplies (1)', and 'Farming and Fishing and Forestry and Wildlife Contracting &'. The right side of the interface shows a 'Requisition' section with buttons for '< Prev', 'Next >', and 'Exit', and a 'View By: Category' dropdown.

You can either select one option 'at a time' OR you may select ALL search options, but you cannot select a number of options at the same time.

Suppose you selected the 'Supplier' search field and chose 'Other...' so you could search for your supplier, "National Supply Company"

PR1153909: Untitled Requisition  
Items: 0 Total: \$0.00000USD

**2 Add Items**

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

Keywords:  Search Reset Options

Supplier: **- Select - (>20 choices)**

060,795 Kitchen specialties  
LaserCycle, Inc.  
MERIDIAN IMAGING ...  
MITY LITE INC  
SIRCHIE FINGER ...  
STALLION OFFICE AND ...  
STAR BRITE ...  
UNISYS CORPORATION  
UNIVERSAL HOME ...

Contracts Mandatory  
Apparel or Clothing (6)  
Chemicals (1)  
Commodities (1)  
Construction (1)  
Electronics (1)  
Food (1)  
Furniture (1)  
Health (1)  
Housing (1)  
Information (1)  
Insurance (1)  
Labor (1)  
Legal (1)  
Medical (1)  
Miscellaneous (1)  
Office (1)  
Other (1)  
Packaging (1)  
Personal (1)  
Professional (1)  
Real Estate (1)  
Religious (1)  
Retail (1)  
Security (1)  
Services (1)  
Software (1)  
Sports (1)  
Travel (1)  
Transportation (1)  
Utilities (1)  
Vehicles (1)  
Waste (1)  
Wholesale (1)

View By: Category

Create Non-Catalog Item

PunchOut Catalogs (3)  
Punchout (3)  
Building and Construction and Maintenance Services (13)  
Building support and maintenance and repair services (12)  
Cleaning Equipment and Supplies (4390)  
Cleaning and personal supplies (886) Janitorial equipment (526) Water and wastewater treatment supply and disposal (2918)

Choose Value for Supplier

Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page.

Field: Company  Search

Company	Action
BIOMOL International LP	Select
BioSource International Inc.	Select
I&M / International Business Machines	Select
NATIONAL ASSOCIATES, INC.	Select
NATIONAL RUBBER FOOTWEAR, INC.	Select
NATIONAL SUPPLY COMPANY	Select
NATIONAL WELDERS	Select
National Nurses Service, Inc.	Select
National Plaque Company	Select
Phoenix International Ltd.	Select

Cancel

When selected--- the system "locks down" your searching capability to THAT supplier, as denoted by the LOCK next to the field. (Notice the number of items found: 50):

PR1153909: Untitled Requisition  
Items: 0 Total: \$0.00000USD

**2 Add Items**

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

Keywords:  Search Reset Options

Supplier: **NATIONAL SUPPLY ... (50)**

Options for type: KEYWORDS

VOLTAGE:  PRESSURE:

TYPE:  KEYWORDS:

OPERATION:  MATERIAL:

OPERATIO:  USE:

SIZE:  SUE:

KEYWORD:

50 items found View By: Category Details

49 items found in: Cleaning Equipment and Supplies > Janitorial equipment > Floor machines and accessories > Floor polishers More items...

Floor buffer, single speed 20in diameter brush, 1 ... \$553.06000USD / each Add to Cart

Supplier: NATIONAL SUPPLY COMPANY  
Supplier Part #: 00030  
Contract Type: 2-Mandatory Contract  
Contract #: 36501-50  
Effective Date: Fri, 1 Oct, 2004  
Contract Link: ?  
ETA (Days): 14  
Manufacturer Name: GENERAL  
P-Cards Accepted: AMEX  
Service Areas: ALL

Floor buffer, single speed 20in diameter brush, 1.5hp, 175rpm. Add to Favorites

General Model KC20 VA, zones A, B, C, D, E



If you wanted to find a particular BRUSH by this vendor, you could key 'Brush' in the keyword search field. The system returns 27 items!

The screenshot shows the 'Add Items' requisition screen. The search bar contains 'brush' and the supplier is set to 'NATIONAL SUPPLY ... (27)'. The search results show 27 items found. The first item is a 'Floor buffer, single speed 20in diameter brush, 1 ...' priced at \$553.06000USD. The second item is a 'Floor buffer, single speed 17in diameter brush, 1 ...' priced at \$534.25000USD. The screen includes a sidebar with navigation links: 'Add Items', 'Add Accounting Details', and 'Checkout'. The top navigation bar includes 'Requisition', 'How To', and 'Screen Details'.

To return to the MAIN screen to conduct a search for ALL brush types, click either the RESET button OR the lock next to the supplier field. As you can see, the screen returns close to 11,000 items!

The screenshot shows the 'Add Items' requisition screen. The search bar contains 'brush' and the supplier is set to '- Select - (>20 choices)'. The search results show 10,985 items found. The screen includes a sidebar with navigation links: 'Add Title', 'Add Items', 'Add Accounting Details', and 'Checkout'. The top navigation bar includes 'Preferences', 'Toggle Tips', 'Toggle Currency', 'Is Price', 'Next', and 'Exit'. The search results are displayed in a grid format, showing various categories and their item counts.

To see which brushes might be on a mandatory contract, select “2-Mandatory contract” under the search option “Contract type”.

The system returns 50 items:

The screenshot shows the 'Add Items' page in a requisition system. The left sidebar has a navigation menu with 'Add Items' selected. The main area has a search bar with 'brush' entered. Below the search bar, 'Contract Type' is set to '2-mandatory contract (50)'. The search results show 50 items found. The first item is 'Floor buffer, single speed 20in diameter brush, 1.5hp, 175rpm' by National Supply Company, priced at \$553.06000USD. The second item is 'FLOOR BUFFER, 2- SPEED, LOW RPM, 20-INCH DIAMETER' by Pullman Holt Corporation, priced at \$632.83000USD. The 'View By' dropdown is set to 'Category'.

Suppose you want to see ALL suppliers who have catalogs for brushes. Unlock the Contract type field. Change your “View By” field from category (as shown above), to ‘Supplier’ (as shown below).

The screenshot shows the 'Add Items' page with the same search criteria as the previous image. However, the 'Contract Type' dropdown is now set to '- Select - (3 choices)'. The 'View By' dropdown is now set to 'Supplier', which is circled in red. The search results show 10,982 items found, listed by supplier. The suppliers listed include ACT Office City, Corporate Office Solutions, EDWARDS OFFICE SUPPLY INCORPORATED, Ezyon Office Supply, HANTOVER INC, Kitchen specialties, NATIONAL SUPPLY COMPANY, PULLMAN HOLT CORPORATION, SIOCHIE FINGER PRINT LABORATORIES, INC., THE OFFICE PLACE INC, BALL OFFICE PRODUCTS, Cuttill Plastics Inc, ESITECH Security Group, Inc., H.B.M. Sales and Service, Inc., INTERSTATE OFFICE SUPPLY CO., Miller's Office Products, Inc., Office Depot Inc, Sharper.com, Techni-Tool Inc, and WYTHEVILLE OFFICE SUPPLY INC.



When the screen returns various categories according to your search options, pay attention to the blue bars that separate the items. There may be instances when you will want to click on the options within these blue bars to refine your search even further!



Notice the drop in the total count!

